

WAGANAKISING ODAWAK STATUTE 2015-__
TRIBAL GOVERNMENT HUMAN RESOURCES DEPARTMENT

SECTION I. PURPOSE

The purpose of this Statute is hereby enacted to establish the Human Resources Department within the Little Traverse Bay Bands of Odawa Indians government that is responsible to provide equal and fair employment practices directly to the Executive, Legislative, Election Board and Judicial Branches of government personnel as well as the Office of the Prosecutor.

SECTION II. DEFINITIONS

- A.** “Cultural” means cultural aspects of the Odawa history, spirituality, traditions, arts and crafts, values and mannerisms.
- B.** “Department” means Human Resources Department.
- C.** “Director” means the position responsible for direction and oversight of benefits, HRIS, data analytics and communication in support of strategic initiatives and tactical operational goals.
- D.** “*Full-time status*” means an average of Forty (40) hours a week with reasonable time off for sickness or disability, holidays or personal time. Work assignments are expected to be completed during the normally scheduled work week, with reasonable flexibility and extra hours as necessary.
- E.** “LTBB or Tribe” means the Little Traverse Bay Bands of Odawa Indians.

SECTION III. CREATION OF THE DEPARTMENT

1 Pursuant to Article VII (D) (22) of the Tribal Constitution the Tribal Council shall have
2 the power to: “Approve the creation or dissolution of Executive divisions or departments to
3 promote and protect the peace, health, safety, education, and general welfare, including but not
4 limited to cultural and natural resources, of the Little Traverse Bay Bands of Odawa Indians and
5 its members.”
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7 **A.** The Tribal Council hereby approves the creation of the Human Resources Department
8 within the Executive Branch of government.
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10 **SECTION IV. APPROPRIATIONS AUTHORIZED**

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12 The Executive shall present Tribal Council with a budget necessary to implement this
13 statute.
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15 **A.** The Department Director shall prepare and provide an annual budget for submission, and
16 any supplemental funding requests in accordance with the LTBB *Budget Formulation Process*.

17 **1.** The Director shall be responsible for operating within the annually appropriated
18 budget for the Department.

19 **SECTION V. INTERNAL ORGANIZATION**

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21 If appropriate, the Department shall begin operations with currently employed LTBB
22 staff as designated by the Executive.

23 **A.** The Department shall consist of a Department Director and other personnel as necessary
24 for the execution of its mission, performance of its mandated functions, and to achieve its annual
25 goals and objectives.
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1 1. The Department Director shall be a full-time employee and paid compensation
2 commensurate with his or her skills, education, experience, and responsibilities and
3 within the standards of compensation established by LTBB.

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5 2. The Director shall be responsible for the development and implementation the
6 mandates within this Statute.

7 **SECTION V. DUTIES**

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9 **A.** The Department Director shall ensure the development a Policies and Procedures Manual
10 that is clear and easily understood. The manual shall provide a standard method for employer-
11 employee relationships; setting employer expectations to limit employer liability, and create
12 consistent decision making in the workplace for the tribal government. The Manual shall also
13 contain:

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15 1. All provisions of employment; and

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17 2. Standard administrative forms.

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19 **B.** The Department Director shall ensure that assistance to all governmental branches is
20 provided in the hiring, performance management, disciplinary action, and termination of
21 employees' process.

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23 **C.** The Department Director shall ensure employees' skills and needs are assessed in order
24 to coordinate government-wide Professional Development Trainings that include Odawa Culture
25 for employees.

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27 **D.** The Department Director and staff may work with the Education Department to survey
28 Tribal Citizens to determine education, experience and skills for outreach and to promote
29 employment opportunities and development of career plans.

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31 **E.** The Department Director shall ensure the development and establishment of a data base
32 of Tribal Citizen Candidate applications and resumes for future employment opportunities.

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34 **F.** The Department Director shall create a mentoring program for succession planning.
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37 **SECTION VII. QUARTERLY REPORTS**

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2 The Department Director shall provide a written quarterly report to the Executive that
3 shall contain the number of employees, employee turn-over rate, number of Tribal Citizens,
4 number of other Natives and non-Natives employed; number of Tribal Citizens, Other Natives
5 and non-Natives employed in management and any other relevant information. The report shall
6 be forwarded to Tribal Council in an Executive Oversight Quarterly Report.
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9 **SECTION VIII. SEVERABILITY**

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11 If any section, subsection, paragraph, sentence, phrase or portion of this Statute is, for
12 any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion
13 shall be deemed a separate, distinct and independent provision and such holding shall not affect
14 the validity of the remaining portions thereof.
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17 **SECTION IX. EFFECTIVE DATE**

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19 Effective upon signature of the Executive or 30 days from Tribal Council approval
20 whichever comes first or if the Executive vetoes the legislation, then upon Tribal Council
21 override of the veto.
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24 **CERTIFICATION**